

**ADMINISTRATIVE PROCEDURE 3820 GIFTS**

- A. Cash donations to the District, a college, or a program shall be received by, and processed through, the "Peralta Colleges Foundation" for the benefit of the Peralta Community College District. The Foundation, through its normal procedures, shall accept and acknowledge the donations.

In the case of a cash donation the donor specifically designates to be given to a college, the college President shall accept and acknowledge the gift using the district foundation as the fiscal agent.

- B. Donations of equipment or supplies may be accepted by the college or district, if it is deemed the items have value and are useful to a particular program or will serve a college or district need. Acknowledgement of donations shall be made in a letter to the donor.
1. College Presidents have the authority to accept and acknowledge donations of equipment or supplies made to a college with a fair market value of up to \$1,000.
  2. The Chancellor has the authority to accept donations of equipment and supplies, with a fair market value of up to \$50,000, made to a college, the District as a whole, or to the District office. Donations shall be acknowledged by the Chancellor or his designee.
  3. Donations with a fair market value of \$50,000 or over require Board approval prior to acceptance. If approved by the Board, the donation shall be accepted and acknowledged by the Chancellor.

Approved by the Chancellor: January 30, 2013